

19 March 1958

**Records Management Staff Accomplishments During
Period 1 October 1957 - 31 March 1958,
For Report to the Ellsian Committee**

In the field of records management, produced tangible savings of \$209,706 and significant intangible benefits through:

- (1) Retirement of 4,931 cubic feet of noncurrent records to the Records Center;
- (2) Audit of four Records Control Schedules;
- (3) Conversion of 45 files to the Agency subject-numeric filing system;
- (4) Development of seven shelf file installations;
- (5) Analysis and improvement of 246 forms;
- (6) Elimination of non-essential operations in the Vital Materials repository;
- (7) Revision of four Vital Materials Schedules, and
- (8) Review of requirements for filing equipment.